AMENDMENT NUMBER 2

REQUEST FOR PROPOSAL 05P0026JH

DIGITAL DOCUMENT AND RECORDS MANAGEMENT SYSTEM

REQUEST FOR PROPOSAL NO. 05P0026JH
Dated: March 9, 2005

AMENDMENT NO. 2
Dated: April 6, 2005

ISSUED TO:
All Prospective Offerors

ISSUED BY:
University of Alaska Fairbanks
Procurement and Contract Serv.
Administrative Services Center
Fairbanks, AK 99775-7940

The following answers to questions received by potential offerors are provided for clarification:

1. **QUESTION:** The current SSCT Banner workflow licensing is described as enterprise. Is enterprise defined as unlimited usage by any employee at any of the campuses or is there another parameter around this enterprise license?

ANSWER: Enterprise licensing allows any authorized and trained University employee access to Banner workflow.

2. **QUESTION:** Which departments are currently using the SSCT Banner Workflow? We understand from page 28 that workflow processes are "underway" but want to be clear in terms of whether this is the planning for implementing workflow or if the SSCT Workflow is already in use. If in use, could the University provide some specific examples of what processes are being automated currently using the SSCT Workflow product?

ANSWER: At present, no University departments are using Banner workflow. However, we do have some departments who have begun training in anticipation of being able to use the workflow product at some point during the summer.

3. **QUESTION:** Can you provide a breakdown of the fax volume per location? Inbound faxes vs. outbound - per page, per location? How many physical phone lines / numbers are there per location?

ANSWER: The University has not currently compiled this information and will not be able to do so quickly enough to have it included in the RFP process. Please note that the University is only evaluating an offeror’s capability and

methodology to provide fax direct document capture; we have not yet made a determination if, when, or where it will be implemented.

4. **QUESTION**: It is stated that Enrollment Management predicts 250K pages to be added annually and then 1.6M pages added annually by the remaining departments /divisions. It is further broken down by UAF processing over 700,000 documents, UAA processing over 600,000 documents, and UAS processing 155,000 documents, and SW processing over 100,000 documents. Do these numbers reflect the number of pages or documents?

   ANSWER: The University's anticipated quantities are estimated. For the purposes of this solicitation, assume that this reflects the number pages.

All other terms, conditions, and specifications of the original Request for Proposals, including the submittal deadline of Tuesday, April 26, 2005, 5:00 p.m. local time, remain unchanged.

University of Alaska Fairbanks,

John A. Hebard, C.P.M.
Senior Contracting Officer

The Amendment becomes part of the Request for Proposal and modifies the original RFP document. This Amendment shall be acknowledged by signing below and returning it by mail prior to the submittal deadline, or by indicating acknowledgment on your proposal cover sheet.

ACKNOWLEDGEMENT

_____
Company Name

_____
Authorized Signature and Date

_____
Name and Title (Print or Type)